

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE SP-1

For: All FSA County Offices

**Submitting Technical Assistance Information Requests
for Trade Adjustment Assistance (TAA) Applicants**

Approved by: State Executive Director

for: Michael D. [Signature]

1 Overview

A Background

Producers who apply for TAA benefits are required to receive mandatory technical assistance from the Cooperative State Research, Education, and Extension Service (CSREES) at no cost. Each producer will be required to provide proof from CSREES that technical assistance has been received. Technical assistance must be received at least once within 180 calendar days after the certification date of the petition.

CSREES must have the names and related information of each producer who applies for TAA benefits in a timely manner to prepare for technical assistance training in each region based upon the commodity and number of producers, and to meet other Agency requirements.

B Purpose

This notice provides instructions, as required by National Notice SP-16, for County Offices to prepare and submit a list of all TAA applicants to the State Office.

2 Action

A County Office Responsibilities

County Offices shall:

1. Access the following website, http://intra4.fsa.usda.gov/ar/ari/TAA_Register.asp

Disposal Date

07-23-04

01/23/04

Distribution

All County Offices

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2. Complete the online form located at this website one time for each individual applicant, please ensure that you click on the submit button between each individual application. If you are submitting a Negative Report, just enter your County Name, the Month and place a check mark in the Negative Report check box.
3. After you click on submit you will get a Confirmation Page that you should print using your browser (Internet Explorer, Netscape). This Confirmation Page should be retained as your proof that your report was submitted.
4. After you have printed the confirmation page, if you need to enter additional applications just click on the "Back to Form" link, this will take you back to a blank form so you can enter additional applicants.
5. Continue to access and run the TAA Register **by COB** of the first Friday of each Month, or when requested, as applicable.
6. This is the only way this report is to be submitted, unless instructed otherwise. If you have a question or if you need assistance please call Clay Medford at 501-301-3058.